

FREDERICK COUNTY BOARD OF APPEALS MEETING MINUTES FOR Thursday, July 28, 2011.

Alan Duke, Chair, called to order the regular meeting of the Frederick County Board of Appeals ("Board") for Thursday, July 28, 2011 at 7:00 p.m. in the 1st Floor Hearing Room in Winchester Hall. Present were Carole Jaar Sepe, Mike Bowersox, Robert Fenimore and John Capoccia. Also present were Michael Chomel, Senior Assistant County Attorney, and Community Development Division staff Larry Smith, Zoning Administrator, and Rick Brace, Principal Planner.

Official Minutes of the Board of Appeals' meetings are kept on file in the Planning Division.

Introduction

The Chair introduced the two new Board of Appeals members, Robert Fenimore and John Capoccia and stated the rules and procedures for the hearing.

Approval of Minutes

It was noted that Mr. Fenimore and Mr. Capoccia had reviewed the recording of the proceedings of June 23, 2011 and minutes.

On a motion from Ms. Jaar Sepe, seconded by Mr. Bowersox, the Board unanimously approved the minutes of June 23, 2011.

Election of Officers

The Chair turned the meeting over to Mr. Brace to conduct the annual election of officers in accordance with the Bylaws of the Board.

Mr. Brace called for nominations for Chair. Ms. Jaar Sepe nominated Mr. Duke, seconded by Mr. Bowersox. Hearing no others, the call for nominations was closed. Mr. Duke was unanimously appointed Chair of the Board.

Mr. Brace announced that he would be resigning as Secretary to the Board as he was retiring from Frederick County Government effective the end of the month.

The meeting was turned back over to Mr. Duke.

Mr. Duke called for nominations for Vice Chair. Mr. Bowersox nominated Ms. Jaar Sepe., seconded by Mr. Fenimore. Hearing no others, the call for nominations was closed. Ms. Jaar Sepe was unanimously appointed Vice Chair.

Mr. Duke concluded the meeting by recognizing Rick Brace and commended him on 25 years of service with the Frederick County Government and his time serving as Staff support for the Board of Appeals.

Being no further business, the meeting adjourned at 7:40 p.m.

Respectfully submitted
Erica Cooke
Recording Secretary

_____/s/
Alan Duke, Chair